

## TENANT INFORMATION SHEET

(This form is not to be modified in any manner)

**\*\*ALL FIELDS MUST BE COMPLETED\*\***

**Attorney or Landlord name & phone number:**

Mailing/Billing address:

**Name and phone number of who will be meeting the deputies for the physical eviction:**

**Cell Phone (required):**

**TENANT INFORMATION:** names & dates of birth

(Include children and their ages, if known)

Address:

Length of time in residence:

Pets/Weapons:

### **RESIDENCE INFORMATION:**

Type of structure:

Outbuildings:

If a **mobile** home, who owns the **mobile**:

### **EVICTIION INFORMATION:**

Reason for the eviction:

**Based on a foreclosure?** (circle one) YES NO

Do the tenants have any disabilities that will require accommodations (**Required field** - include any assistance or case-worker names & phone number)

What problems have there been:

YOUR EVICTION IS NOT SCHEDULED UNTIL THE CIVIL UNIT HAS REVIEWED AND APPROVED THE INFORMATION PROVIDED ON THIS TENANT SHEET

**Do not write in this box - Sheriff use only**

### **Intake:**

4 Writs: \_\_\_\_\_ 1 Property Storage letter: \_\_\_\_\_

EVICTIION DATE/TIME: \_\_\_\_\_

WRIT EXPIRES: \_\_\_\_\_

Reissue received \_\_\_\_\_

**Electronic calendar entry (initial)** \_\_\_\_\_

SERVE BY DATE: \_\_\_\_\_

OUT BY DATE: \_\_\_\_\_

**Indemnity bond in:** \_\_\_\_\_ **Not req.:** \_\_\_\_\_

Bond/writ approval initial & date: \_\_\_\_\_

2<sup>nd</sup> approval initial & date: \_\_\_\_\_

### **Status check / Writ Canceled prior to Eviction:**

Canceled -By/Date/time/reason:

### **Eviction Info:**

Deputy: \_\_\_\_\_

\_\_\_ Vacant \_\_\_ Lks Chgd \_\_\_ Posted

\_\_\_ Ten. Absent \_\_\_ Ten. There \_\_\_ Ten. in Jail

### **Property:**

\_\_\_ Stored \_\_\_ Street \_\_\_ Continue to Move

Time: \_\_\_\_\_

Remarks: \_\_\_\_\_